



Christ Church (Brondesbury) C of E Primary School

MINUTES:

BOARD: FULL GOVERNING BOARD

SCHOOL or TRUST: Christ Church CofE Primary, Brondesbury

DATE: 9 July 2025

TIME: 17.30-19.12

VENUE: ON SITE

ATTENDED:

| | |
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| Alison Schulte (AS) | Chair |
| Tara Stroud (virtual) (TS) | Parent Governor |
| Lesley Daisley (virtual) (LD) | Foundation Deanery Synod Governor |
| Tina Ryan (TR) | Staff Governor |
| Theo Hobson (TH) | Foundation LDBS Governor |
| Ian Woolgar (IW) | Vice Chair |
| Alexandra Sandor (ASA) | Parent Governor |
| Tonye Oji (TO) | Foundation PCC Governor |

APOLOGIES: Davina Marie (DM) Foundation LDBS Governor

ABSENT:

ATTENDING:

| | |
|---------------------------------|----------------------------------|
| Jane Ireland (virtual) (JI) | Judicium Governance Professional |
| James Kelly | Head Teacher |
| Parita Shah (PS) | Assistant Head |
| Wendy Baverstock (virtual) (WB) | Inclusion Lead |

QUORUM: 50% of the filled spaces

MEETING FOLDER: [090725](#)

The use of the term Governor for this purpose refers to, but is not limited to; Governors, Trustees, Directors and Members. The Code of Conduct for Governors requires governors to be honest and open with regard to conflicts of interest (either real or perceived). Governors must not use their position for personal gain in business, political or social relationships. Therefore, a governor who has, or may be perceived to have, such a personal interest in a particular matter under consideration should declare that interest, withdraw from all discussions relating to it and take no part in any vote on such matter.

Items marked * are those in which a majority of Governors may have an interest because of some shared attribute. When considering these items, Governors should aim to achieve a balanced view, paying particular attention to the sources of information and advice, and remind themselves of their duties as governors and to act in the public interest.

| Item | |
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| 1 | Welcome and Introductions: Those present were welcomed by the Chair and JK opened with a prayer. |



Christ Church (Brondesbury) C of E Primary School

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| 2 | Procedural items: |
| 2.1 | Apologies for absence Apologies for absence as recorded were accepted by the Governors. |
| 2.2 | Confirmation of Quorum The meeting was confirmed as quorate. |
| 2.3 | Declarations of interest for this Meeting: No declarations were made. |
| 2.4 | Confidentiality Statement: All matters discussed during the meeting are confidential until the Minutes have been approved. Any items recorded in the Confidential Part II Minutes remain confidential after the Part II Minutes have been approved. |
| 3 | Any Other Business: One public item and one confidential for part two of the meeting. |
| 4. | Head Teacher's Report: JK presented the report . |
| 4.1 | There are 160 children on roll. Attendance is good. Persistent absence (more than 10% is lower than the national average). Behaviour and safeguarding were also highlighted. WB arrived 17.44 Filtering and monitoring incidents were low. Q: What are they looking at? A: JK said it was mostly spelling errors or issues with translating languages. JK is satisfied they are genuine errors. Q: What is a welfare check? A: JK explained it relates to social services asking the school for information on a child. JK mentioned staff changes, notably with the long term supply staff. TO arrived 17.49 Q: What happens in the heat? A: JK said that parents were asked to send in hats, sun cream and water. Children were encouraged to play in the shade rather than run around. They can also wear their PE kit. The board discussed the breakfast club provision and deferred it for further discussion at the next meeting. ACTION: JI to add to next agenda. |
| 4.2 | Reportable Data Headlines: JK presented the data and noted differences between 2024 and 2025. In EYFS, two children were disapplied as not working to the curriculum (SEN). 79% reached a Good Level of Development (GLD). 85% of children achieved the phonics assessment grade (three children have additional needs or are new to English). The cumulative total with year 2 resits is 83%. Q: Does phonics continue for the ones who don't achieve? A: JK confirmed that three children continue to receive phonics work as they proceed through the school. |



Christ Church (Brondesbury) C of E Primary School

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| 4.3 | <p>In KS2 SATS, 90% of children are reading at the expected level, 80% in writing, 85% in maths, 85% in Spelling, Punctuation and Grammar (SPaG) and 75% are working at the expected level for the combined subjects (reading, writing and maths).</p> <p>The board congratulated TR, the Higher Learning Teaching Assistants (HLTA), the parents and the children.</p> <p>Four children are not included in the assessments as two are new to English and two have higher complex needs.</p> <p>Self-Evaluation Form (SEF) / School Action Plan (SAP): JK summarised the SEF/SAP. The white areas indicate work still to do. Priorities for next year will be taken from the SEF and cover the five areas for the new OFSTED criteria.</p> <p>Persistent absence is at 14% against the national average of 20%. The Local Authority (LA) Attendance Support Officer has given new guidance on unrolling students from the last day they were physically at school if they are moving to and have been accepted by another school. The school is satisfied they know why children are missing school.</p> <p>Q: What happens when they return to school from suspension? A: JK described the reintegration process.</p> <p>The board congratulated JK on the results indicated in green.</p> <p>4.4</p> <p>St. Joseph's Provision Update/SEND WB presented the report. Highlights included staffing (well done to the SEND TA's who have coped very well with staffing changes). There are children with complex needs but all children are expected to achieve the expected level and some are achieving higher than the expected level.</p> <p>From September, TR will be working in St. Joseph's and is looking forward to it.</p> <p>The board thanked and congratulated WB on some useful examples of the SEND work.</p> <p>Q: Will any of the children go to mainstream education or continue with SEN provision? A: WB explained that there are exit strategies for each SEN child. Where possible and appropriate, mainstream education is signposted but alternative routes are of equal importance.</p> <p>Q: Is this happening in other schools? A: JK stated that more schools are opening a SEN class and reflected that it was right for Christ Church as no child's needs were being met beforehand.</p> <p>Q: Do parents need convincing that their child needs to be in the SEN class? A: JK said yes but accepted when they see the difference it makes to the child's progress.</p> <p>The board thanked WB for leading and running the SEN provision. AS will give feedback to the Parish Trust.</p> <p>WB left 18.23</p> |
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Christ Church (Brondesbury) C of E Primary School

| 4.5 | <p>School Structure JK summarised the school structure from September 2025. The nursery timeline is not confirmed at the moment. Due to staffing issues, the nursery is capped at eight children until December 2025.</p> | | | | | | | | | | | | | | |
|------|---|----------|------------------|------|--------|----------|--------|----|---|-------|------------------|--|----------------------|-----|----------------|
| 5. | <p>Governance</p> | | | | | | | | | | | | | | |
| 5.1 | <p>Chair's report: AS gave a verbal report including safeguarding meetings, sustainability group meetings, marketing and raising the school profile which is a whole school approach (the school has a stall at Queen's Park Day in September), SATS monitoring, the clerking contract, learning walk on writing, Single Central Record (SCR) check and a meeting with the SIAMS advisor. A safeguarding audit will take place in the Autumn term. School partnerships were also mentioned but there have so far been no suitable schools in the local area. AS encouraged the governors to think about a succession plan.</p> | | | | | | | | | | | | | | |
| 5.2 | <p>Governor vacancies: AS has a list of candidates for the LA role and the clergy role (ex-officio) will be filled from September by the new incumbent at St. Anne's Brondesbury.</p> | | | | | | | | | | | | | | |
| 5.3 | <p>Governor's Strategic Plan Review: AS asked all governors to consider the document and review the impact of governance. Action: All governors to review the Strategic Plan Review and consider impact. Action: JI to share on GovernorHub noticeboard.</p> <p>The review encourages governors to reestablish the Christian Ethos group, particularly in the light of new SIAMS framework. Training to be cascaded to governors on the governor training day.</p> | | | | | | | | | | | | | | |
| 5.4 | <p>Governor Visits / Learning Walks: AS summarised DM's learning walk report.</p> | | | | | | | | | | | | | | |
| 5.5 | <p>Governor Training: AS checked that all governors know how to record training on GovernorHub. The school has scheduled safeguarding training on 1 September 2025 and all governors are welcome to attend. AS attended Brent Governor Conference and has uploaded a report to GovernorHub.</p> | | | | | | | | | | | | | | |
| 5.6 | <p>Governor's Maintenance Fund: Moved to the next academic year.</p> | | | | | | | | | | | | | | |
| 6 | <p>Policies The following policies were approved: First Aid Policy Managing Change Policy Managing Sickness Absence Policy</p> | | | | | | | | | | | | | | |
| 7 | <p>Minutes: The Minutes of the previous meeting on 1 May 2025 and 22 May 2025 were approved and will be signed by the Chair.</p> | | | | | | | | | | | | | | |
| 8 | <p>Matters Arising from the Minutes: 22 May 2025:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Item</th> <th style="width: 45%;">Action</th> <th style="width: 20%;">Actionee</th> <th style="width: 25%;">Status</th> </tr> </thead> <tbody> <tr> <td>1a</td> <td>TH to receive the relevant information to enable him to be set up on Best Brent and apply for any governor training courses that are offered by the LA.</td> <td>Clerk</td> <td>COMPLETED</td> </tr> <tr> <td></td> <td>Arrange DBS process.</td> <td>SBM</td> <td>ONGOING</td> </tr> </tbody> </table> | | | Item | Action | Actionee | Status | 1a | TH to receive the relevant information to enable him to be set up on Best Brent and apply for any governor training courses that are offered by the LA. | Clerk | COMPLETED | | Arrange DBS process. | SBM | ONGOING |
| Item | Action | Actionee | Status | | | | | | | | | | | | |
| 1a | TH to receive the relevant information to enable him to be set up on Best Brent and apply for any governor training courses that are offered by the LA. | Clerk | COMPLETED | | | | | | | | | | | | |
| | Arrange DBS process. | SBM | ONGOING | | | | | | | | | | | | |



Christ Church (Brondesbury) C of E Primary School

| 1 May 2025 | | | |
|--|--|----------|--------------------|
| Item | Action | Actionee | Status |
| 2b | Advertise staff vacancy | JK | COMPLETED |
| 3i | Upload long term sickness scheme details to GH | JC | OUTSTANDING |
| 4b | Add St. Joseph's Unit presentation to July FGB | AS | COMPLETED |
| 4e | Add Governors Maintenance Fund to July FG | AS | COMPLETED |
| 6a | Complete safeguarding visit | AS | OUTSTANDING |
| 6d | Upload LDBS training on school partnerships onto GH | AS | COMPLETED |
| 6f | Video to show parents what governors do | | OUTSTANDING |
| JK reminded governors to send the school a photo and blurb for the website. Action: all governors. | | | |
| 9 | Correspondence: No correspondence has been received. | | |
| 10 | Any Other Business: PS described the process of updating the outdoor area at school which involves bidding for a grant from the Parish Trust. Three quotes had been received and the school had chosen one that offered a bespoke service and would include EYFS and SEN areas. The cost would be approx. £60K. The bid was approved. | | |
| 12 | Meeting Dates: The meeting dates have been uploaded to GovernorHub. The year six leavers service will be at Christ Church on 22 July 2025 at 9.30am. | | |
| The public part of the meeting was Closed by the Chair at 19.12 | | | |

Actions arising from the Minutes of the Full Governing Board meeting held on 9 July 2025:

| Item | Action | Actionee | Status |
|------|---|-----------------|------------------|
| 4.1 | Add breakfast club provision to next meeting. | Jl | |
| 5.3 | Review Strategic Plan and consider impact. | All | |
| 5.3 | Share Strategic Plan Review on GH noticeboard. | Jl | COMPLETED |
| 8 | Send photo and blurb to school to be uploaded to the website. | TR ASA TH TO | |



Christ Church (Brondesbury) C of E Primary School

Actions arising from the Minutes of the Full Governing Board meeting held on 22 May 2025:

| Item | Action | Actionee | Status |
|------|----------------------------|----------|----------------|
| 1a | Arrange DBS process for TH | SBM | ONGOING |

Actions arising from the Minutes of the Full Governing Board meeting held on 1 May 2025:

| Item | Action | Actionee | Status |
|------|--|----------|--------------------|
| 3i | Upload long term sickness scheme details to GH | SBM | OUTSTANDING |
| 6f | Video to show parents what governors do | | OUTSTANDING |